

Closing Out an Order

1. After the Final Payment Notice from Accounting has come in, then closeout the order in Prism
2. Select "Purchase Order" on the Prism welcome screen
3. Choose "Open PO"
4. Change "Search Criteria" radio button to "All"
5. In the "For" box type in the first few number or letters of the order
6. Change "Include Documents From" to "Related Sites"
7. Choose "Display"
8. Click on the PO hyperlink
9. Choose "Closeout"
10. Choose "Closeout" again
11. Say "Yes" when it asks if you are sure.

The screenshot shows the 'Purchase Order Selection' interface in Prism. The left sidebar contains search filters, and the main area displays a table of purchase orders. Numbered callouts point to specific UI elements:

- 1. Change to "All"**: Points to the 'All' radio button under 'My Purchase Orders'.
- 2. Type in order #**: Points to the 'For' text input field.
- 3. Change to "Related Sites"**: Points to the 'Include Documents from:' dropdown menu.
- 4. Click Display**: Points to the 'Display' button at the top of the search criteria section.
- 5. Click on the hyperlink.**: Points to the 'PO-NEW1' hyperlink in the first row of the results table.

Search Criteria

Display Hide Search Criteria Cancel ?

Purchase Order Selection

Purchase Order Number	Vendor	Award Date	Buyer	Status	Status Date
PO-NEW1	DISNEY STORE	06/07/2002	TRAIN13, TRAIN13	Released	06/07/2002
PO1056	AT&T WIRELESS	06/07/2002	NORTHROP, TOM	Released	06/10/2002
PO112		06/10/2002	NORTHROP, TOM	In Progress	06/10/2002
PO1144	AT&T WIRELESS	06/07/2002	NORTHROP, TOM	Released	06/10/2002
PO123	AT&T WIRELESS	04/23/2002		In Progress	04/23/2002
PO147	AT&T WIRELESS	06/07/2002	NORTHROP, TOM	Released	06/10/2002
PO1925	AT&T WIRELESS	06/07/2002	NORTHROP, TOM	Released	06/10/2002
PO2113	AT&T WIRELESS	06/07/2002	NORTHROP, TOM	Released	06/10/2002
PO345		05/03/2002	NORTHROP, TOM	In Progress	05/03/2002
PO345TWO	AT&T WIRELESS	05/03/2002	Feirtag, Bruce	In Progress	05/03/2002

Next Page 1 of 4 (35 results found)

Search Criteria

☐ My Purchase Orders

☒ All

Search

Purchase Order Number

For

Site

BPD PROCUREMENT

Include Documents from:

Related Sites

Max Results

100

Results per Page

10

VFO

Purchase Order

Main

General

Additional Info

Text

Payments

Summary

Items

Vendor

Form Info

Supporting Docs

Validations

Route History

Status History

Notifications

Ownership

Acceptance

Navigator

Return to Home

Route View Form Modify **Closeout** Cancel Hold FPDS ?

Purchase Order Information

PO Number: PO1056 Number of Items: 1

Version: BASE-Released Stage: Released Award Total Amount: \$1,000.00

Net View: Off Obligation: \$1,000.00

General Information

Requisition Number: 0607PR

Solicitation Number: (None)

Purchase Order is: Priced

Award Date: 06/07/2002

Vendor: AT&T WIRELESS

Buyer: TOM NORTHROP

Contracting Officer: Bruce Feirtag

Contracting Officer Representative: (None)

Primary Product / Service Code: PR

Primary Product / Service Code Description: PURCHASE REQUEST

Owner: TOM NORTHROP

Period of Performance: (None)

Admin Office Code: CHEMICAL SAFETY

Name: CHEMICAL SAFETY

Address: 2175 K STREET, NW

SUITE 400

City: WASHINGTON

Click "Closeout"

VFO

Closeout

Main

General

Checklist

Financial

NARRC

Text

Performance

Return

Closeout Delete Print ?

Purchase Order Information

PO Number: PO1056 Status: Released Number of Items: 1

Version: BASE Stage: Released Award Total Amount: \$1,000.00

Net View: Off Obligation: \$1,000.00

General Summary

General Edit

All Mods and DO/TO's are released.

Closeout Status: In Progress

Closeout Date: 06/19/2002 11:49 AM

Total Amount Ordered: \$1,000.00

Click "Closeout"

	System	User
Receipt Status of Line Items:	(None)	(None)
Acceptance Status of Line Items:	(None)	(None)
Total Amount Received:	\$0.00	
Total Amount Accepted:	\$0.00	
Expiration/Scheduled Date Met ?	No	
Expiration/Scheduled Date:	(None)	(None)
Warranty Expired?	No	No
Warranty Last Date:	(None)	(None)

Final Audit Date: (None)

Purchase Order Information		
PO Number: PO1056	Status: Released	Number of Items: 1
Version: BASE	Stage: Released Award	Total Amount: \$1,000.00
Net View: Off		Obligation: \$1,000.00

Confirmation
Are you sure you want to close this document?

Say "Yes"

Purchase Order Information		
PO Number: PO1056	Status: Closed	Number of Items: 1
Version: BASE	Stage: Released Award	Total Amount: \$1,000.00
Net View: Off		Obligation: \$1,000.00

General Summary		
General		
All Mods and DO/TO's are released.		
Closeout Status: Released		
Closeout Date: 06/19/2002 11:50 AM		
Total Amount Ordered: \$1,000.00		

Note that it can be reopened

TO REOPEN A DOCUMENT

1. Open up the PO
2. Click on "Closeout"
3. Click "Reopen"